

PREAMBLE: The United Church of Canada is committed to providing a safe environment for worship, work, and study in all Pastoral Charges, congregations, institutions, agencies and organizations, or other bodies which operate under its name. St. Paul's seeks to ensure that all staff, volunteers and ministry personnel who work with vulnerable individuals in United Church settings share this commitment. This commitment will be demonstrated by staff, volunteers and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation.

As we work together to create this community of trust and safety, God's vision of Shalom sustains and guides us. We will experience the presence of the Spirit, nurturing and prodding us to be a people of compassion and grace.

POLICY: St. Paul's has a legal, moral, and spiritual duty to care for and protect participants in our church programs. This is a legal principle called "Duty of Care", and church groups have been, and will be, held legally responsible for ensuring reasonable measures are taken to ensure safety.

APPROVED: Christian Education Committee

DATE: March 14, 2007

GUIDELINES:

1. Youth Leaders are required to have a Police Records Check done when they begin programming with youth.
2. Any charges for such Police Records Check will be borne by the Christian Education Committee.
3. Leaders in place on the date of the approval of this policy are not required to have a Police Records Check completed.
4. The attached ***Consent for criminal records search*** shall be completed by the individual for whom the Police Records Check is being done.
5. The ***Letter to Police Department*** shall be completed by the Chairperson of the Christian Education Committee and attached to the completed consent in Step 4 above.
6. Members of the Christian Education Committee involved in the sharing of information from a Police Records Check, shall complete an attached ***Confidentiality Pledge*** form.
7. All correspondence concerning the Police Records Check shall be placed in a sealed envelope that is described, dated and marked "Confidential" and stored under lock and key for a period of three (3) or until the Youth Leader resigns, whichever is sooner.

EFFECTIVE DATE: March 14, 2007

Consent for criminal records search

Full Name: _____

Surname given names

Place of Birth: _____

City province country

Other names: _____

(maiden, birth, aliases)

Birth Date: _____

(day/month/year)

Current Address: _____

Whereas I am interested in being considered for a sensitive position of trust with vulnerable individuals in St. Paul's United Church, and I am required by St. Paul's United Church to disclose whether or not I have any convictions or have been charged under any federal or provincial enactment:

And whereas I understand that disclosure of a criminal record may not necessarily preclude me from performing the duties I am interested in:

And whereas I understand that, if St. Paul's United Church should decide any conviction or charge disclosed might preclude me from being involved, I will be given an opportunity to see and discuss that criminal record to determine whether or not my criminal record indicated that I present a risk to participants:

I therefore authorize the Estevan Police Services to determine whether or not I have a criminal record and to make to St. Paul's United Church a full and complete disclosure of any record they may find. I understand that I may be fingerprinted to verify a criminal record.

Signature

Date

Letter to Police Department

Estevan Police Services
Estevan, SK

Dear Sargent _____:

{name of applicant} has consented to release of information regarding criminal records in his/her name relating to any drug and alcohol, fraud, assault or abuse convictions to the St. Paul's United Church Screening Committee. Please check this individual's record and indicate the results on this form.

Please forward the completed form and fingerprints if necessary to:

Chair of the Christian Committee
St. Paul's United Church
1418 Third Street
Estevan, SK S4A 0S4

Please mark this correspondence **CONFIDENTIAL**.

Signature

Title

Police use only - Results of records Check

Results of record search is merely a record or lack of official contact with police agencies, not an affirmation of good Character.

A search of (check appropriate category):

- ☐ The Central Repository for Criminal Records of Canada
- ☐ Index of (police agency conducting check: i.e. RCMP)

In the above name and birth date shows:

- ☐ No record
- ☐ A Central Repository Record exists, has been verified by fingerprint comparison, and a copy is attached.
- ☐ A record exists on the local index, and a copy certified by the individual is attached.

Name and Signature

Badge Number

Date

Confidentiality Pledge

CONFIDENTIALITY AGREEMENT

I, _____, agree that I will keep confidential
(name printed)

any personal information about candidates which comes to me as a result of carrying out my responsibilities as a member of the Christian Education Committee. I will not discuss with anyone, beyond the bounds of the committee and its mandate, reasons for rejecting any candidate based on screening criteria.

Name (printed)

Signature

Witness name (printed)

Signature

Date: _____